

# Ramakrishna Mission Sikshanamandira

(An Autonomous Post Graduate College of Teacher Education)  
Under University of Calcutta



## **REGULATIONS of** **B.Ed. & M.Ed. Programmes**

BELUR MATH, HOWRAH – 711 202



### **Preamble of The Constitution**

We, The people of India, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens:

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity and to promote among them all

**FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949, do hereby Adopt, Enact and give ourselves this Constitution.

## Regulations

In exercise of the powers of Autonomy conferred by UGC (Memo No.F.22-1/2008 (AC), dated 25.9.2008), the Ramakrishna Mission Sikshanamandira hereby makes the following Regulations:

Henceforth, Ramakrishna Mission Sikshanamandira, be called as Sikshanamandira.

These regulations shall be called the Ramakrishna Mission Sikshanamandira Regulations (for the B.Ed. & the M.Ed. Degrees), with retrospective effect from 2009.

They shall apply to every candidate applying for admission, registration, conduct and conferment of the B.Ed. & M.Ed. Degrees of this college.

Admissions, registrations, and conferment of B.Ed. & M.Ed. Degrees shall be guided by these regulations.

- **Vision:**

Sikshanamandira aspire to be a pioneer teacher education institution actualizing Swami Vivekananda's educational vision by making competent and committed teachers and teacher educators and also to be a research institute that continuously responds to changing social needs through the discovery, development and application of knowledge.

- **Mission:**

1. To develop modern teachers equipped with a universal outlook having scientific tools and techniques of teacher education and yet, are rooted in Indian cultural, moral and spiritual values;
2. To facilitate autonomous researches in the area of teacher education and dissemination of that knowledge;
3. To support discovery and development of knowledge through M.Phil., Ph.D. and other Diploma Programmes and post-doctoral scholars;
4. To study interdisciplinary and multi-disciplinary approaches in academic and research areas;
5. To make partnership with national and international institutions.

- **Goals and Objectives:**

1. To develop curricula reflecting modern outlook together with Indian cultural and spiritual values;

2. To develop new academic programmes and revise/ modernise current programmes to keep pace with the changing socio-economic-cultural-moral scenario;
3. To promote and conduct educational researches, and experimentation of innovative ideas and practices;
4. To create ICT infrastructure that is supportive of academic and administrative needs;
5. To conduct in-service and pre-service teacher education programmes to upgrade teaching efficiency of prospective teachers;
6. To develop and exhibit learning- teaching materials and ICT materials;
7. To promote computer competency for students, faculty and staff;
8. To provide consultancy, guidance and counselling services;
9. To increase awareness of student support services, policies and campus events among students;
10. To support & encourage staff for personal academic growth;
11. To promote healthy practices such as community services, extension activities, co-curricular activities, projects for the benefit of the society;
12. To maintain a useful, integrated and user-friendly management information system;
13. To promote communication, cooperation and shared decision making among administrative and academic departments;
14. To ensure and sustain the institutional values and standards to highest level.

• **Values:**

1. Truth – in the pursuit, generation, dissemination, and application of knowledge.
2. Freedom – of thought and expression
3. Respect – for diversity and the dignity of the individual
4. Responsibility – as towards of the environment and citizens of the world.
5. Excellence – in intellectual, personal, and operational endeavours.
6. Integrity – in character and knowledge

7. Innovation – in thinking and application.

[NAAC directed values may be included]

## **REGULATIONS FOR B.ED. PROGRAMME.**

### **1. Admission:**

**Admission to this program conducted by Sikshanamandira is restricted to male candidates only.**

#### **1.1 Admission rules:**

- Any candidate who has obtained minimum 50% in aggregate in Graduation/ Post-Graduation may apply for this program. For admission the institution follows the prevalent rules as declared by The NCTE. Mode of admission is based on the total score obtained from his Secondary, H.S, Graduation, Post-Graduation, and interview.
- Relaxation of the percentage of marks for reserved category candidate will be as per State Govt. rules.
- Intake capacity is as per NCTE, State Government and other statutory bodies.

### **2. Registration:**

i) Those who have never registered with CU Sikshanamandira will issue new registration certificates.

ii) Those who are currently registered with CU will retain their registration numbers

iii) Those who were previously registered with CU but are currently registered elsewhere will require to renew their CU registration numbers.

### **3. B.Ed. program Structure:**

(Subject to be changed)

The duration of this program is one academic year consisting of two semesters. The academic year shall commence from July 1<sup>st</sup> of every year. Each semester is roughly of 18 weeks duration including regular classes, assignments, practice teaching, and examinations. The program structure is as follows (subject to be changed):

<b>1<sup>st</sup> Semester</b>			
<b>Course / Paper</b>	<b>Title/Subjects</b>	<b>Full Marks</b>	<b>Credit</b>
<b>I</b>	Foundation of Education & Education in the light of Swami Vivekananda	100	3
<b>II</b>	Psychology of Learning and Instruction	100	3
<b>III</b>	Teaching Evaluation & Management in school Education	100	3

VII	Pedagogical Analysis of Contents and Methods of Teaching	100	3
VIII	Pedagogical Analysis of Contents and Methods of Teaching	100	3
IX	Lesson Plan (25) + Achievement Test (25) (Two Method Papers)	2×50 = 100	2
XI	Simulated Teaching Practical (Two Method Subjects)	50+50 =100	3
XIV A	Project on Community Orientation with reference to Education (School Study Project)	50	2
<b>Total (1<sup>st</sup> Semester)</b>		<b>750</b>	<b>22</b>

<b>2<sup>nd</sup> Semester</b>			
Course / Paper	Title/Subjects	Full Marks	Credit
IV	Inclusive Education & Education of Child With Special needs	100	3
V	Development of Education in Post-Independent India & Guidance and Counseling	100	3
VI	Subject of Special Interest (EAMBE/EDTE/MEVE/POEE/ENVE)	50	2
X	Lab. Practical [Project/Experiment (50) ] (Two Method Papers)	50+50 =100	2
XII	Teaching Practical (Two Method Subjects)	100	3
XIII	Practical on Psychology & Computer Application	50+50 =100	2
XIVB	Action Research	50	2
XV	Practice Teaching Supervision (Two Method Papers) & Co-curricular Activities	(2×15)+20 = 50	1
<b>Total (2<sup>nd</sup> Semester)</b>		<b>650</b>	<b>18</b>
<b>Total (1<sup>st</sup> Semester)</b>		<b>750</b>	<b>22</b>
<b>Grand Total (1 Credit = 18 hrs.)</b>		<b>1400</b>	<b>40</b>

#### 4. Examination policy (B.Ed.):

- i) In order to pass (B.Ed.), a candidate must obtain minimum 40% marks in all theoretical/practical papers. To pass in compulsory papers minimum 40% marks must be obtained in each half separately.

- ii) Sikshanamandira awards class to candidate on the basis of his grand total (1<sup>st</sup> & 2<sup>nd</sup> Semester) as follows: 1<sup>st</sup> Class: 60% and above.  
2<sup>nd</sup> Class: 40% to less than 60%

4.1 Principal of the Sikshanamandira shall be the Head Examiner of all the examinations and he shall appoint officer in charge of the examinations.

## 5. Evaluation:

5.1. For B.Ed., each compulsory paper comprises two halves, one half shall be evaluated by external examiner and other by internal examiner. All method papers shall be evaluated externally. All practical papers shall be evaluated by external & internal examiners jointly.

5.2. Sikshanamandira adapted seven point grading system for evaluation, which is as follows:

Performance	%	Letter Grade	Grade Points
Outstanding	90-100	S	10
Excellent	80-89.99	A	9
Very Good	70-79.99	B	8
Good	60-69.99	C	7
Average	50-59.99	D	6
Fair	40-49.99	E	5
Failed	Below 40	F	0

6. **Duration of Examination:** in written examination for B.Ed., all 100 marks paper will be of three hours and all 50 marks paper will be of two hours duration. For amanuensis extra time shall be given which is as per prevalent rules of CU.
7. **Medium of instructions & writing in examination:** in all examinations, all question papers except Bengali method paper shall be framed in English only and answers should be written in English or Bengali only.

**8. Eligibility for appearing semester exams:** To be eligible for filling up forms of a semester the candidates shall be required to attend at least 75% of lecture classes/seminars and practical classes. Condonation may be granted to the extent of 10% in exceptional cases. This clause shall be applicable for all semester exams.

8.1 In addition to the above clause, to be eligible for filling up forms of 2<sup>nd</sup> semester examination candidate should complete 40 days of internship program.

8.2 Submission of all the components of internal assessment (assignments, projects etc.) is the essential precondition for appearing semester end examinations under normal circumstances.

## 9. Promotion to the next semester:

9.1 The student will automatically promoted to the next and subsequent semester immediately after completion of one semester course irrespective of the performance at the examination concerned provided he has appeared in the preceding semester examinations or filled up the form for that particular semester examination.

## **10. Rules for Review:**

Candidates seeking review may apply to the Institution in a prescribed form along with requisite fees within 7 working days from the date of issue of mark-sheet subject to the following conditions:

- a. Application for review shall be restricted to theoretical papers only, and no application for re-examination in any practical / oral / internal assessment / project / seminar/field work, etc. , shall be entertained.
- b. A candidate will have the option of getting his answer scripts reviewed in not more than one full paper or not more than two half papers of a semester if he secures at least 40% of the total marks in remaining papers/half papers of that semester.

**10.1.** In case marks awarded in a paper on review exceeds the original marks obtained by more than 15% of the total marks in the paper or falls more than 15% of the original marks in the paper, the script will be referred to a third examiner and the candidate will be awarded based on the average of the best two of the marks awarded by the two examiners.

## **11. Rules and procedure for providing the Photo copy/ies of assessed answer book/s:**

- a. The facility of showing Photo copy/ies of assessed answer-book/s by the examinee is extended with a view to bring transparency in the examination system and ensure its credibility.
- b. This facility shall be applicable for theory papers only.
- c. The prescribed application form for showing Photo copy/ies of answer books shall have to be filled and signed by the applicant examinee only.
- d. Collection & submission of application form along with requisite fees should be within seven working days from the declaration of results

## **12. Supplementary Examination:**

**12.1.** If a candidate is unsuccessful at the examination on account of failure to secure pass marks or unfit for appearing the examination for unforeseen situation, there will be a provision of supplementary examination. If the candidate obtains pass marks in the subject(s) at the supplementary examination he shall be declared to have passed the examination as a whole. For seeking supplementary examination candidate should apply to the Controller of Examinations, Sikshanamandira, in a prescribed form along with requisite fees.

**12.2.** If a candidate unsuccessful at the 1<sup>st</sup> semester examination he can apply for supplementary examination held during 2<sup>nd</sup> semester examination provided he has obtained at least 40% marks in the aggregate of other theoretical papers (Passed) excluding the marks of failed subjects. If the candidate unsuccessful at the 2<sup>nd</sup> semester examination then he can apply for appearing in the special semester examination which will be held within two months from the publication of results . If he passed in it he shall be declared to have passed the examination as a whole without losing his year but he shall lose his rank of merit.

**12.3.** If a candidate is again unsuccessful in 1<sup>st</sup> semester supplementary examination then he can apply for appearing special semester examination and if he passes in it he shall be



declared to pass the examination as a whole without losing his year but his rank of merit shall be lost.

**12.4** If a candidate unsuccessful in special semester examination he will apply for appearing supplementary examination which will be held along with odd or even semester exam. in next session according as his failed papers are in odd or even semester respectively.

**12.5.** The candidate shall be required to clear all back papers within four academic years from the year of the admission into the program. If however, those who fail to clear within the above period, they shall be required to appear all the papers in subsequent years as per the rules and regulation prevalent during that period but their internal assessment marks shall be carried over.

**12.6.** If a candidate is unsuccessful in any practical papers in first semester examination he can apply for supplementary examination held along with next semester end examination. His previous semester end examination marks shall be carried over. If he is unsuccessful in the same in second semester examination he can apply for appearing special semester examination for that papers which will be held within two months from the publication of result.

### **13. Rules for the Tabulation of Results:**

The candidates who have failed in one or more subjects for deficiency of one mark only or missed to obtain 60% (1<sup>st</sup> class) or 55% in aggregate(1<sup>st</sup> & 2<sup>nd</sup> semester)by one mark only, be given one mark and allowed to pass in the subject/s or be placed in the aforesaid status. One mark should be added by plus sign in the subject/s or in the aggregate in the tabulation sheet but in the mark-sheet only totalized marks should be shown. The same shall be applicable for SC/ST candidates only, who have missed to obtain 50% marks in aggregate by one mark only.

**14. Issuance of Diploma:** After declaration of final result each successful candidate shall receive a Diploma/Certificate in prescribed format with the seal and signature of the vice-chancellor, University of Calcutta, on the occasion of Convocation ceremony to be held at Sikshanamandira, Belur Math.

**15. Convocation ceremony:** Sikshanamandira shall organize convocation ceremony for giving diplomas/certificates in various programmes conducted by it.

### **16. Revision of regulation and Curriculum:**

The Sikshanamandira may from time to time revise, amend and change the regulations and the curriculum, if found necessary.

## **REGULATION FOR M.ED. PROGRAMME.**

### **1. Admission:**

**Admission to this program conducted by Sikshanamandira is restricted to male candidates only.**

#### **1.1 Admission rules:**

Any candidate who has obtained minimum 55% in B.Ed. and 50% in Post-Graduation can apply for this programme, i.e. for admission, Sikshanamandira follows prevalent rules of NCTE. Mode of selection is based on a written test, academic marks and interview. Mode of admission is based on the total score obtained from his Secondary, H.S, Graduation, B.Ed., PG.; Ph.D & M.Phil./NET-SET and interview.

Intake capacity is as per NCTE, State Government and other statutory bodies.

### **2. Registration:**

i) Those who have never registered with CU, Sikshanamandira will issue new registration certificates.

ii) Those who are currently registered with CU, will retain their registration numbers

iii) Those who were previously registered with CU but are currently registered elsewhere, will require to renew their CU registration numbers.

### **3. M.Ed. Program structure:**

The duration of this program is one academic year consisting of two semesters. The academic year shall commence from July 1<sup>st</sup> of every year. Each semester is roughly of 18 weeks duration including regular classes, field work, assignments, and examinations.

The program structure is as follows:

1 <sup>st</sup> Semester			
Paper/Course	Title	Marks	Credit
CC 01	Education as a Field of Study	100	3
CC 02	Learner and the Learning Process	100	3
CC 03	Methodology of Educational Research	100	3
SP-11	Teacher education	100	3
SP-12a/12b/12c/12d	Science Education/ Mathematics Education /Language Education/ Social Science Education (any one)	100	3
	Research proposal	50	2
	Sessional Teaching & Final teaching (Internship)	25	1
Total(1 <sup>st</sup> Semester)		575	18

2 <sup>nd</sup> Semester			
Paper/Course	Title	Marks	Credits
CC 04	Process of education	100	3
CC 05	Psychology for individual and social development	100	3
CC 06	Statistical methods for data analysis	100	3
SP-17/SP-21/SP-23	Guidance & Counseling/ Inclusive Education/ Educational Technology (Any two)	100+100(=200)	3+3(=6)
	Dissertation	200	6
	Observation of practice teaching of B.Ed.	25	1
	Total(2 <sup>nd</sup> Semester)	725	22
	Total(1 <sup>st</sup> Semester)	575	18
	Grand Total	1300	40

#### 4. Examination policy:

- i) Minimum pass marks (M.Ed.) in each paper shall be 40% (marks obtained in theory paper and internal assessment put together) and 40% in aggregate of the two semesters put together. There shall be no separate minimum marks either for theory papers or for internal assessment.
- ii) The Sikshanamandira awards class to candidate on the basis of his grand total (1<sup>st</sup> & 2<sup>nd</sup> Semester) as follows: 1<sup>st</sup> class: 60% and above.

2<sup>nd</sup> class: 40% to less than 60%

Note: Internal assessment includes assignment, seminar, viva and projects.

4.1 Principal of the Sikshanamandira shall be the Head Examiner of all the examinations.

#### 5. Rules for M.Ed. Dissertation:

- i) Every candidate shall submit a dissertation on an educational problem under the guidance and supervision of member of the faculty of the college.
- ii) Candidate shall not be permitted to submit a dissertation on which a degree/diploma/certificate has already been conferred on him by any University/Institution.
- iii) The dissertation shall either be a record of original work or an ordered and critical exposition of existing database with regard to an educational problem.
- iv) The dissertation shall be examined by two examiners- internal (Supervisor) and external, They shall conduct the viva-voce jointly. Candidate shall submit three copies of the dissertation along with a soft copy.
- v) Plagiarism will be considered as an offence which may leads to disqualification of dissertation.

## 6. Evaluation:

**6.1.** Evaluation for M.Ed. program shall be done by a continuous internal assessment (CIA) by the course teacher concerned as well as by an end semester examination and will be consolidated. The components for CIA are:

For each paper

Assignment: 15% marks

Seminar /Project: 15% marks

Total: 30% marks

**6.2.** For M.Ed., usually half of the theory papers shall be evaluated externally and rest internally. All practical papers shall be evaluated by external & internal examiners jointly.

**6.3. Sikshanamandira** adapted seven point grading system for evaluation, which is as follows:

Performance	%	Letter Grade	Grade Points
Outstanding	90-100	S	10
Excellent	80-89.99	A	9
Very Good	70-79.99	B	8
Good	60-69.99	C	7
Average	50-59.99	D	6
Fair	40-49.99	E	5
Failed	Below 40	F	0

**7. Duration of Examination:** in written examination all theoretical papers (70 marks) will be of three hours duration. For amanuensis extra time shall be given as per prevalent rules of CU.

**8. Medium of instructions & writing in examination:** in all examinations, all question papers shall be framed in English only and answers should be written in English or Bengali only.

**9. Eligibility for appearing in semester exams:** To be eligible for filling up forms of a semester the candidates shall be required to attend at least 75% of lecture classes/seminars and practical classes. Condonation may be granted to the extent of 10% in exceptional cases. This clause shall be applicable for all semester exam.

**10.** Submission of all the components of internal assessment (assignments, projects etc.) is the essential precondition for appearing semester end examinations under normal circumstances.

### **11. Promotion to the next semester:**

The student will automatically promoted to the next and subsequent semester immediately after completion of one semester course irrespective of the performance at the examination concerned provided he has appeared in the preceding semester examinations or filled up the form for that particular semester examination.

## **12. Rules for Review:**

Candidates seeking review may apply to the Institution in a prescribed form along with requisite fees within 7 working days from the date of issue of mark-sheet subject to the following conditions:

- a. Application for review shall be restricted to theoretical papers only, and no application for re-examination in any practical / oral / internal assessment / dissertation / project / seminar/field work, etc. , shall be entertained.
- b. A candidate will have the option of getting his answer scripts reviewed in not more than one full paper or not more than two half papers of a semester if he secures at least 40% of the total marks in remaining papers/half papers of that semester.

**12.1.** In case marks awarded in a paper on review exceeds the original marks obtained by more than 15% of the total marks in the paper or falls more than 15% of the original marks in the paper, the script will be referred to a third examiner and the candidate will be awarded based on the average of the best two of the marks awarded by the two examiners.

## **13. Rules and procedure for providing the Photo copy/ies of assessed answer book/s:**

- a. The facility of showing Photo copy/ies of assessed answer-book/s by the examinee is extended with a view to bring transparency in the examination system and ensure its credibility.
- b. This facility shall be applicable for theory papers only.
- c. The prescribed application form for showing Photo copy/ies of answer books shall have to be filled and signed by the applicant examinee only.
- d. Collection & submission of application form along with requisite fees should be within seven working days from the declaration of results.

## **14. Supplementary Examination:**

**14.1.** If a candidate unsuccessful at the examination on account of failure to secure pass marks or unfit for appearing the examination for unforeseen situation, there will be a provision of supplementary examination. If the candidate obtains pass marks in the subject(s) at the supplementary examination he shall be declared to have passed the examination as a whole. For seeking supplementary examination candidate should apply to the Controller of Examinations, Sikshanamandira, in a prescribed form along with requisite fees.

**14.2.** If a candidate unsuccessful at the 1<sup>st</sup> semester examination he can apply for supplementary examination held during 2<sup>nd</sup> semester examination provided he has obtained at least 40% marks in the aggregate of other theoretical papers (Passed) excluding the marks of failed subjects. If the candidate unsuccessful at the 2<sup>nd</sup> semester examination then he can apply for appearing in the special semester examination which will be held within two months from the publication of results . If he passes it he shall be declared to have passed the examination as a whole without losing his year but he shall lose his rank of merit.

**14.3.** If a candidate is again unsuccessful in 1<sup>st</sup> semester supplementary examination then he can apply for appearing at the special semester examination and if he passes in it he shall be

declared to pass the examination as a whole without losing his year but his rank of merit shall be lost.

**14.4.** If a candidate again unsuccessful in special semester examination he will apply for appearing at the supplementary examination which will be held along with odd or even semester exam. in next session according as his failed papers are in odd or even semester respectively.

**14.5.** The candidate shall be required to clear all back papers within four academic years from the year of the admission into the program. If however, those who fail to clear within the above period, they shall be required to appear all the papers in subsequent years as per the rules and regulation prevalent during that period but their internal assessment marks shall be carried over.

**14.6.** If a candidate is unsuccessful in any practical papers in first semester examination he can apply for supplementary examination held along with next semester end examination. His previous semester end examination marks shall be carried over. If he is unsuccessful in the same in second semester examination he can apply for appearing special semester examination for that papers which will be held within two months from the publication of result.

#### **15. Rules for the Tabulation of Results:**

The candidates who have failed in one or more subjects for deficiency of one mark only or missed to obtain 60% (1<sup>st</sup> class) or 55% in aggregate(1<sup>st</sup> & 2<sup>nd</sup> semester)by one mark only, be given one mark and allowed to pass in the subject/s or be placed in the aforesaid status. One mark should be added by plus sign in the subject/s or in the aggregate in the tabulation sheet but in the mark-sheet only totalized marks should be shown. The same shall be applicable for SC/ST candidates only, who have missed to obtain 50% makes in aggregate by one mark only.

**16. Issuance of Diploma:** After declaration of final result each successful candidate shall receive a Diploma/Certificate in prescribed format with the seal and signature of the vice-chancellor, University of Calcutta, on the occasion of Convocation ceremony to be held at Sikshanamandira, Belur Math.

**17. Convocation ceremony:** Sikshanamandira shall organize convocation ceremony for giving diplomas/certificates in various programmes conducted by it.

#### **18. Revision of regulation and Curriculum:**

The Sikshanamandira may from time to time revise, amend and change the regulations and the curriculum, if found necessary.

#### **Annexure:**

A. Termination from the program: Without intimation, absence from attending classes for more than 15 days continuously in a semester will liable to be terminated.

## B. DISCIPLINE IN CAMPUS

1. All students shall be required to conduct themselves in a manner befitting the students of a national institution, within and outside the precincts of the Sikshanamandira.

2. Unsocial activities like **ragging** in any form shall not be permitted within or outside the precincts of the Sikshanamandira and the students found indulging in them shall be dealt with severely and dismissed from the Sikshanamandira.

3. The following additional acts of omission and /or commission by the students within or outside the precincts of the Sikshanamandira shall constitute gross violation of code of conduct which is punishable.

- i) Lack of courtesy and decorum, as well as indecent behaviour.
- ii) Wilful damage of property of the Institution/Hostel or fellow students.
- iii) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- iv) Mutilation or unauthorized possession of library material, like books.
- v) Hacking in computer systems (such as entering into other persons' area without prior permission, manipulation and/or damage of computer hardware and software or any other Cyber-crime etc.).
- vi) Any other considered by the Sikshanamandira as of gross indiscipline.
- vii) Smoking in the open place.
- viii) In each case above, the punishment shall be based on the gravity of offence covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, to outright expulsions.